

**LHD-ISDH Conference Call Agenda
July 9, 2010 at 9:30 am (Eastern Standard Time)**

Web Address: <http://media.ihets.org/ISDH>

Call In Number: 1-866-899-5399

Participant Code: *5791456*

**If you have trouble accessing the webcast, please contact IHETS Help desk at
317-263-8999 or 800-246-7615.**

If you have trouble accessing the conference call phone line, please contact Tami Barrett at 317-233-7400.

If you have questions during the webcast, please e-mail your questions to LHDinfo@isdh.in.gov .

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I. General

a. Introductions

- i. Jessica Trimble, LHD Outreach Division Director, [jtrimble@isdh.in.gov](mailto:jtrimble@isdh.in.gov) – 317-234-6623

II. State Health Commissioner Updates

- a. Dr. Larkin, State Health Commissioner, 317-233-7400

III. Update on Stool Collection Instructions

- a. Amie May, Enteric Epidemiologist, Epi Resource Center, [amay@isdh.in.gov](mailto:amay@isdh.in.gov) – 317-234-2808

IV. H1N1 & Preparedness Grants - Year end/closeout

- a. Carolyn Dawson, Business Manager, Public Health Preparedness and Emergency Response-  
[cdawson@isdh.in.gov](mailto:cdawson@isdh.in.gov) – 317-233-7396

V. Workforce Development Toolkit

- a. Penny Caudill, Administrator, Monroe County Health Department

VI. LHD Questions, Comments, Concerns

VII. Future Calls

- a. Friday, August 13th - 9:30 am EST

Conference Call Etiquette:

- Please keep your phone on "mute" when not directly contributing to the discussion.
- If you must temporarily leave the call for a very short period of time, just leave your mute button on and come back as soon as possible.
- Check to see if your phone system has music or radio playing for customers on "hold". If so, do not use the "hold" button if you must leave the conference call momentarily. The music will play into the conference call.
- If you must leave the call early, just hang up without interrupting the conversation.
- Use appropriate equipment. If possible, always use a phone with a handset that is hard-wired into the phone lines
- Introduce yourself when you begin speaking - Others may not know your voice!